



**Central Carolina Technical College
Area Commission Meeting Minutes**

President's Conference Room
Main Campus

5:30 p.m.

November 20, 2025

MEMBERS PRESENT:

Paul Napper, Chairman
Christopher Lee, Vice Chairman
Robert Kolb
Meagan Kuhlman
André McBride (*virtual*)
Robbie Powers
Ray Reich
David Sanders
Thoyd Warren

COLLEGE STAFF:

Jennifer Wilbanks, President
Cheryl Allen-Lint, Vice President for Business Affairs
Lisa Bracken, Vice President for Student Affairs
Misty Hatfield, Vice President for Institutional Advancement
Trevon McClary, Chief Human Resources Officer
Jason Tisdell, Vice President for Academic Affairs
Diana Reardon, Administrative Assistant to the President

MEMBERS ABSENT:

Bobby Anderson, Secretary
Abram Ludd

The meeting was held in accordance with the *Freedom of Information Act, Chapter 4, Title 30, Code of Laws of South Carolina.*

1. CALL TO ORDER AND WELCOME – Paul Napper

Upon the establishment of a quorum, Chairman Paul Napper welcomed everyone and called the November 20, 2025, Central Carolina Technical College (CCTC) Area Commission meeting to order at 5:31 p.m.

2. INVOCATION

Ms. Willie Mae Muldrow delivered the invocation.

3. RECOGNITION OF GUESTS – Jennifer Wilbanks

Dr. Wilbanks started by presenting Chairman Napper with an award from the South Carolina Association of Technical College Commissioners (SCATCC) for serving as a commissioner for 10 years. Chairman Napper was not able to attend the event held in September.

Chairman Napper and Dr. Wilbanks presented a plaque to Willie Mae Muldrow for her three years of dedicated service to the college and commission.

Dr. Wilbanks recognized Executive Director of Institutional Effectiveness and Accreditation Dr. Jessica Lea, Director of Planning and Grants Jasmine Todd and Quality Enhancement Plan Coordinator Jennifer Tyree for their hard work on the planning of the recent Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) On-Site visit. Dr. Wilbanks reported Chairman Napper, Vice Chairman Lee and Mr. Reich had a positive meeting with the SACSCOC team during the on-site visit. The visit concluded with an excellent outcome, resulting in zero recommendations. The decision will become official during the SACSCOC meeting in June 2026.

4. APPROVAL OF MINUTES – Paul Napper

Chairman Napper entertained a motion to **approve** the minutes of the September 18, 2025 Area Commission meeting as submitted. A **motion** was made by Mr. Reich and **seconded** by Mr. Sanders. There was no further discussion. The minutes were **unanimously approved**.

5. APPROVAL OF CONSENT AGENDA – Paul Napper

5. A. REPORTS AND RECOMMENDATIONS

Chairman Napper entertained a motion to approve, object, or remove for discussion, any of the following items in the Consent Agenda:

- 5. A. 1. President's Report**
- 5. A. 2. Institutional Advancement Report**
 - a) In the News**
- 5. A. 3. Academic Affairs Report**
- 5. A. 4. Student Affairs Report**
- 5. A. 5. Human Resources Report**

Chairman Napper entertained a motion to **approve** the Consent Agenda as submitted. A **motion** was made by Mr. Lee and **seconded** by Mr. Warren. Mr. Reich commended Dr. Wilbanks for all the work she's done in the community so far. There was no further discussion. The consent agenda was **unanimously approved**.

6. FINANCE UPDATE – Cheryl Allen-Lint

6. A. FINANCIAL STATEMENT AS OF 10/31/2025

Ms. Allen-Lint referenced the Financial Statement as of 10/31/2025 which was provided in the materials booklet. She reported that credit tuition revenue increased by approximately 5.5%, while workforce development tuition decreased by 6.6%, due primarily to differences in registration timing compared to last year. County allocation revenue increased by 13.5% as a result of higher tax collections from Sumter and Kershaw counties stemming from our millage rate. State appropriations increased by 45.9% due to advanced funding from the state. Regarding expenditures, the college is currently at 30%, compared to 34% at this point last year. This reduction is attributed to savings from vacant positions. Supply costs increased by 11.8%, while remission and exemption expenses decreased due to SC Wins funding. Other operating cost expenses increased by 26.9% due to our insurance rate with the state. The college increased our coverage rate to one million dollars which is the standard rate for colleges. Dr. Wilbanks informed commission members that the college will allocate a portion of the savings from vacant positions to provide each full-time employee with a \$750 bonus.

6. B. CASH AND INVESTMENTS AS OF 10/31/2025

Ms. Allen-Lint referenced the Cash Balances as of 10/31/2025 which was provided in the materials booklet. Ms. Allen-Lint noted that as of October 31st, the balance was \$21,856,027 compared to last year's amount of \$20,687,305 which is an increase of approximately 5.6%.

6. C. FY26 BUDGET AMENDMENT #4

Ms. Allen-Lint referenced the budget amendment document which was provided in the materials booklet. She noted that the amendment reflects the additional \$337,814 in revenue from state appropriations, an additional \$145,000 in projected revenue from auxiliary enterprises, as well as a decrease of \$280,308 in credit tuition to match our final fall enrollment numbers. These changes result in a total budget increase of \$202,506. On the expenditure side, the contingency line item increased by \$94,506. Additionally, \$108,000 was added to the purchase for resale line to support projected year-end expenses for the campus store.

Chairman Napper entertained a motion to **approve** the FY26 Budget Amendment #4 as presented. A **motion** was made by Mr. Warren and **seconded** by Mr. Kolb. The affirmative vote was unanimous.

6. D. POLICY REVISIONS

Ms. Allen-Lint reviewed the following policy updates, each containing minor revisions requiring commission approval:

- Directive 2.04 Grants Management
- Directive 2.05 Disbursements Schedule
- Directive 3.02 Housekeeping
- Directive 4.05 Vehicles
- Directive 4.10 Workplace Violence / Concealed Weapons
- Directive 6.23 Transfer and Advanced Standing

Chairman Napper entertained a motion to **approve** all of the policy revisions as presented. A **motion** was made by Mr. Warren and **seconded** by Mr. Kolb. The affirmative vote was unanimous.

7. ENROLLMENT UPDATE – Lisa Bracken

Ms. Bracken reported the final Fall 2025 enrollment of 2,791 students, representing a 1.2% decrease from Fall 2024. She noted that although enrollment is still down, the decline has slowed significantly compared to the previous two years, when enrollment dropped by 4.2% and 8.8%, respectively. She also noted that enrollment for the upcoming Spring semester is currently up by 5.2%, and registration will remain open until mid-March. Enrollment across all counties has remained steady, with Kershaw County showing a slight increase. Ms. Bracken shared that the college continues to receive a large number of admission applications. More than 4,200 applications have already been submitted this year, and the college typically receives between 6,000 and 6,500 applications annually. A list of recruitment events broken down by county was also shared and discussed with the group.

8. DIRECT REPORT'S UPDATE

Ms. Bracken began by noting that November is Hunger and Homelessness Awareness Month and that food insecurity is a growing concern on college campuses. She highlighted the college's on-campus food pantry, the Student Nutritional Access Center (SNAC), where students may pick up food

twice a month. The college is currently hosting a food drive competition and Ms. Bracken shared a flyer outlining the various ways that commission members can participate.

Mr. McClary reported that training for new supervisors, as well as the annual Supervisor's Summit, took place in November. The summit featured three guest speakers and four internal supervisors were recognized. He also invited commission members to the college's holiday luncheon, which will be held on Monday, December 15th.

Ms. Hatfield reported that the foundation received a little over \$160,000 in the first quarter. A significant portion of this amount came from an anonymous donor who contributed \$125,000 in the fall. That same donor contributed an additional \$65,000 in the spring to help with student toolkits and the purchase of welding training equipment. Georgia Pacific and BD also made recent contributions. Ms. Hatfield added that five new members with representation from the Chamber, SC DEW and Economic Development were added to the Board in November. She reported that recent bylaws updates will strengthen the board through reduced board composition, term limits and the approval of a strategic plan that aligns with the college's plan.

Mr. Tisdell reported that through our partnership with Thompson Construction Group, the college was able to become National Center for Construction Education and Research (NCCER) certified. Beginning in January, the college will launch a Level I Electrical program specifically for Thompson, with plans to hopefully expand the program in the future. Mr. Tisdell also noted that Bobby Tyner was recognized by HVAC Excellence, our programmatic accrediting agency, as one of the top 25 HVAC instructors in the country.

Ms. Allen-Lint reported that the college is in the early stages of implementing Software as a Service (SaaS). The Request for Proposal (RFP) has been completed and Ellucian was awarded the contract. Implementation has begun with a core group of college employees and is progressing well. The next step is to meet next month to review and interview additional employees in order to determine how best to integrate existing processes into the new system.

9. COLLEGE REPORT – Jennifer Wilbanks

Dr. Wilbanks expressed her appreciation to the commission members for their support during the interview process and stated she is committed to fulfilling the mission and vision of the college. She shared her first one hundred days will focus on becoming fully integrated into the college and the community. She outlined three primary goals:

- **First Goal – High-Quality, Workforce Aligned Programs:** Dr. Wilbanks emphasized the importance of offering high-quality programs that meet the workforce needs of local business and industry. She reported meeting with Dave Self from Sumter Utilities to discuss the potential development of a lineman program. Additional meetings are being scheduled with MUSC, McLeod Health and Prisma to explore programs in radiologic technology, diagnostic medical sonography, clinical medical assistance and physical therapy assistance. Discussions will continue regarding timelines and program offerings for the Kershaw and other expansion.
- **Second Goal – Student Success:** Dr. Wilbanks highlighted the importance of using collected data to support student success. As a part of the Quality Enhancement Plan (QEP), the college is focusing on improving online courses, with the goal of ensuring students have the resources and support needed in online learning environments.
- **Third Goal – Financial Stability and Growth:** Dr. Wilbanks noted the college currently has 19 vacant positions. She reported recent faculty departures due to higher salaries offered elsewhere, as well as candidates declining positions because of salary concerns. She stated

her intent to review salaries across the campus and explore strategies to strengthen employee recruitment and retention.

Dr. Wilbanks shared she has visited all of the college campuses and will host several “Donuts and Discussion” events to meet with employees and hear feedback.

Dr. Wilbanks distributed the South Carolina Technical College System (SCTCS) 2026-2027 Legislative Priorities flyer and encouraged commission members to reference it in conversations with their respective representatives and senators.

10. CHAIRMAN’S REPORT – Paul Napper

Chairman Napper reported he and Dr. Wilbanks have meet with several community members in Kershaw County. He is planning to hold a future drop-in event in Kershaw County to introduce Dr. Wilbanks to more community members. He encouraged other commission members to do the same within their counties. Mr. Reich suggested at some point in the future, the commission consider organizing a joint gathering that includes officials and community leaders from all four counties.

11. EXECUTIVE SESSION – Paul Napper

At approximately 6:15 p.m., Chairman Napper entertained a motion to go into executive session for the specific purpose of having a discussion of employment, appointment, compensation, promotion, demotion, discipline, or release of an employee, student, or a person regulated by the public body, or the appointment of a person to a public body (S.C. Code of Laws Section 30-4-70 (a) (1). A **motion** was made by Mr. Lee, **seconded** by Mr. Kolb, and **unanimously carried** for the Area Commission to go into executive session to discuss a personnel matter.

At approximately 6:28 p.m., Chairman Napper entertained a motion to come out of executive session. A **motion** was made by Mr. Sanders, **seconded** by Mr. Powers, and **unanimously carried** for the Area Commission to come out of executive session. Chairman Napper reported that information was received; however, no action was taken during the executive session.

12. OTHER MATTERS – Paul Napper

There were no other matters to discuss.

13. ADJOURNMENT – Paul Napper

There being no further business, Chairman Napper entertained a **motion, seconded** by Mr. Warren to adjourn the Central Carolina Technical College Area Commission meeting at 6:28 p.m.

Respectfully submitted,

Bobby Anderson, Secretary

Diana Reardon, Recording Secretary